

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400140014-7

OFFICE OR STAFF DD/P		OFFICE CODE B	REQUEST DATE 19 June 1952	APPROVAL DATE 6/24/52	CONTROL NO. 37	<del>SECRET</del> Page 1 of 2 Pages Security Information	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
25X1A9a	<del>CONFIDENTIAL</del>		Mail and File Clerk (Typing) Prof and per [REDACTED]	GS-305-4	14	7/1/52	
NEW OFFICE TOTALS			APPROVAL				
25X1A9a			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
<del>SECRET</del> Security Information			[REDACTED] Chief, GWD SIGNATURE TITLE				

T/O CHANGE AUTHORIZATION

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400140014-7

RESTRICTED  
Security Information

~~CONFIDENTIAL~~

19 June 1952

MEMORANDUM FOR: Chief, Classification and Wage Division

SUBJECT: Classification of New Position in Office  
of Deputy Director (Plans)

1. This office deems it desirable to set up an additional position in the Office of Deputy Director (Plans). The job would require the services of a clerk-typist.

2. At present, a GS-5 secretary-stenographer is handling the logging and miscellaneous filing duties for this office. The volume of mail has increased to the point that the individual works as many as 25 hours per pay period overtime solely on clerical duties, leaving no time for her utilization as a stenographer. It is planned to split the logging and filing duties between two desks, one of which will continue recording the incoming mail. The GS-5 secretary-stenographer will maintain this desk, and by assigning to her only these duties we expect to free her for stenographic work. The new desk would take over the balance of the logging -- the out-log -- and certain types of filing and miscellaneous clerical work. In addition we would transfer to that desk part of the work of our cable desk, which is presently overloaded.

3. It is requested that you draw up a job classification sheet for the new position. If you have any questions, please get in touch with our Administrative Officer, [REDACTED] on extension 603.

25X1A9a

25X1A9a

[REDACTED]  
Executive Officer  
Deputy Director (Plans)

JOB NO. 78-03568A BOX NO. 4 FILE NO. 14 DOC. NO. 1 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 9 @ EXT. JUST. 22  
NEXT REV DATE 89 REV DATE 17-5-79 REVIEWER 235932 TYPE DOC. 02  
NO. PGS 2 CREATION DATE - ORG COMP 40 OPI 32 ORG CLASS R  
REV CLASS 5 REV COORD. - AUTH: HR 70-3

RESTRICTED  
Security Information

~~CONFIDENTIAL~~